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DDA 87-0763  
10 April 1987

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 10 April 1987

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25X1 2. The Associate Deputy Director for Administration, accompanied by  
representatives from the Office of Personnel (OP) and a private contractor  
specializing in Federal retirement programs, completed a series of FERS  
(Federal Employees Retirement System) seminars [redacted]  
during March. All administrative and personnel officers stationed in Europe,  
25X1 Africa, and the Near East were in attendance. A similar session was held last  
month [redacted] for officers stationed in Latin America. These officers will  
serve as focal points to explain the FERS Program to Agency personnel  
stationed overseas.

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4. General Services Administration (GSA) officials this week met with an  
OF representative to discuss and resolve duplicate GSA billings for the  
Directorate of Intelligence data processing charges.

5. The Office of Information Technology (OIT) installed CAMS Processing  
Segment Release 10.0 on 4 April. This software release contains 19 new and  
enhanced capabilities for the Intelligence Community.

6. The Director and Deputy Director of OIT met with the Acting Archivist  
of the United States on 6 April. The major topic of discussion was the  
information management of electronic records.

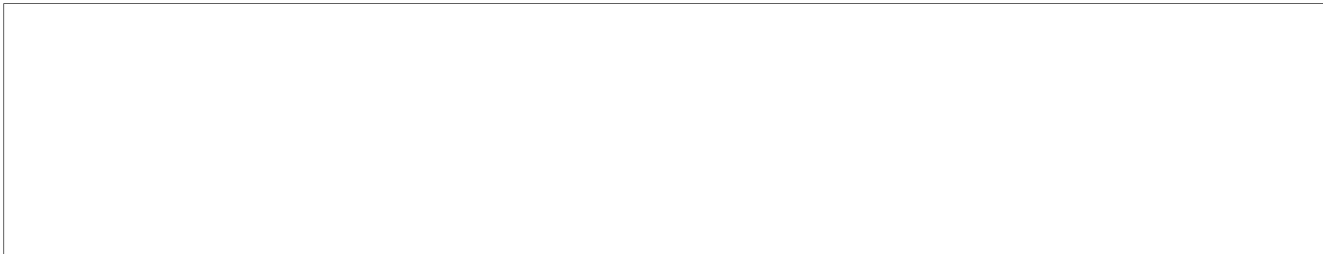
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10. Midcareer Course #100 visited Hunt Oil, E-Systems and the Dallas-Fort  
Worth Airport during its domestic trip 6-10 April. The agenda included  
in-depth discussions with senior managers on organizational change, career  
tracks, and planning.

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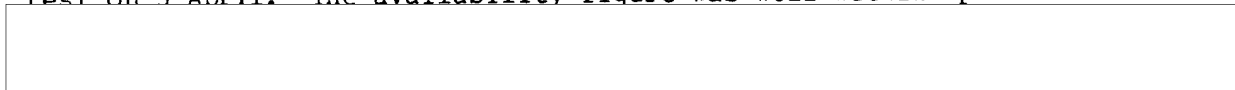
12. Currently, OP has 22 fully cleared participants for the summer orientation/tuition assistance program designed primarily to recruit operations officers for the Directorate of Operations.

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14. OC completed the MERCURY Packet Switch System 30-day availability test on 3 April. The availability figure was well within specification. The

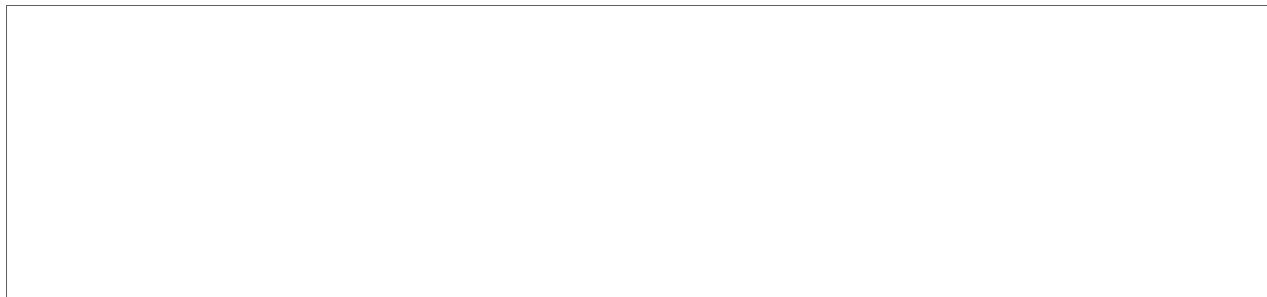
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15. On 7 April the Deputy Director for Administration presented the Agency Seal Medallion to Mr. Philip E. Coates, Associate Commissioner (Operations) of Internal Revenue. This award was given to Commissioner Coates in recognition of his outstanding assistance and support to the Agency from 1975 through the present.

16. OL awarded a contract to Mr. Lawrence Ludtke to design, create, and install a bronze statue of General William Donovan at the Headquarters Building.

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19. OL arranged a GSA inspection of the second floor roof of the Headquarters Building. GSA concluded that the roof needs major repairs which are expected to cost in excess of \$1 million.

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21. OS personnel met with local law enforcement officers, neighboring Federal Highway Administration personnel, and others concerning a planned 27 April demonstration outside the Headquarters Compound by a group seeking "peace in Central America and South Africa." An employee bulletin detailing the planned activities will be issued.

22. On 2 April OS representatives briefed Frances A. Sclafani, Office of Personnel Management (OPM), Associate Director for Training and Investigations, on the CIA Security Awareness Program and the Security Officer training programs. The briefings were conducted at the request of Ms. Sclafani to assist her in developing similar programs at OPM.

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William F. Donnelly

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